Spotlight

MICHIGAN Department of Education

on Student Assessment and Accountability

What's New

April 9, 2015

Important Dates and Reminders

Recently Asked Questions

Key:

💻 information Tech Coordinators also need to know

🧩 supports and accommodations information

Monday, April 13, 2015 – First Testing Windows Open

ONLINE Testing

The Spring 2015 testing windows open for M-STEP (grades 5, 8, and 11) and MI-Access (all grades). The online tests may be administered on any instructional day—*not all students need to be administered the same assessment at the same time, nor on the same day*.

- M-STEP Grades 5 and 8: **April 13 – May 1, 2015**
- M-STEP Grade 11: **April 13 – June 5, 2015**
- MI-Access All Grades: **April 13 – May 29, 2015**

PAPER/PENCIL Testing

Schools must administer the paper/pencil tests on the designated dates for testing.

Grades 5 and 8							Grade 11						
April 2015							**April 2015**						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14 ELA Day 1	15 ELA Day 2	16 Makeup - ELA	17	18	12	13	14 ELA Day 1	15 ELA Day 2	16 SCIENCE	17 Makeup ELA/Science	18
19	20 Makeup ELA	21 MATH Day 1	22 MATH Day 2	23 SOCIAL STUDIES	24 Makeup any content area	25	19	20 Makeup ELA/Science	21 MATH Day 1	22 MATH Day 2	23 SOCIAL STUDIES	24 Makeup any content area	25
26	27 Makeup - any content area	28	29	30	1		26	27 Makeup - any content area	28	29	30	1	

Online M-STEP: ELA Grade 5 Classroom Activity

There is a labeling error on the Online M-STEP ELA Grade 5 Classroom Activity. Both "figures" are labeled "Figure 1." The diagram on page 4 is correctly labeled Figure 1. The ancillary material on page 5 should be labeled Figure 2. A corrected version of the Online Classroom Activity for Grade 5 is posted on the BAA secure site. Alternately, test administrators can manually re-label the ancillary material on page 5 to Figure 2.

► *Sign up for Spotlight at:* https://public.govdelivery.com/accounts/MIMDE/subscriber/new. Enter your email address and select Spotlight under Student Assessment.

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Differences between Pausing and Ending an Online Test

Please caution students that there is a difference between **PAUSING** and **ENDING** an online test. This difference can significantly impact what happens when students intend to resume testing after a scheduled break.

Any online test can be paused by using the blue **Pause** button on the bottom of the screen. When pause is selected, the screen immediately displays a digital clock that is ticking down from 20 minutes. The clock displays the minutes and seconds remaining until the test status is changed to "exited". If a student resumes testing within 20 minutes it is NOT necessary to re-enter a user name and password. If the test has been "exited", it is similar to a time-out feature and will require the student to have their original ticket and re-login in with user name and password. *Pause should be selected for a scheduled break.* **Pause** then **Exit** should be selected if the break is scheduled to exceed 20 minutes. If the break exceeds 20 minutes have a strategy for redistributing tickets so students can log back in. **Advise students that they must Pause, NOT End, the test for a break**.

Ending a test, which is accomplished by clicking on the green **Review/End** button on the bottom of the screen should only be selected when the student has completed the test. The **Review/End** button is used to submit the test and if a test is submitted before it is completed, it will be locked and CANNOT be re-opened.

When the **Review/End** option is selected the student will see a screen that shows item numbers and item type. Completed answers are shaded in gray. From this screen students may return to questions to complete any item that is not shaded or, **End** the test. If the student chooses to click **End**, they will receive an additional warning screen that advises students to be sure they have answered all of the questions. At that point a student can still return to the review screen or continue to **End** and submit the test.

Updated M-STEP Test Administration Manual is Now Available

An updated *2015 M-STEP Test Administration Manual* (TAM) is now available on the M-STEP website at www.michigan.gov/mstep under *Current Assessment Information* and on eDirect at https://mi.drcedirect. com/ under *Documents*. The TAM has been updated to increase clarity and provide synchronization with policy decisions made since its original publication. It includes a table which provides a brief description of each of the changes and denotes the impacted page numbers.

🖥 "Tiger Team" to the Rescue

To assist schools and districts during the test administration windows, the Michigan Department of Education (MDE) has established a statewide "Tiger Team" designed to quickly respond to, and support schools and districts. The team includes staff from: MDE, DRC, TRIG and select ISDs. These teams will respond by phone or, depending on need, will be dispatched to school locations whenever possible throughout the state.

To receive technical support during the testing windows, call 877-560-8378 Option 2.

Have you accessed available resources?
www.michigan.gov/mstep
www.michigan.gov/mi-access
https://midrcedirect.com/

Spotlight

MI-Access Additional Materials Update

The spring 2015 MI-Access testing window will open April 13, 2015, and remain open through May 29, 2015. Materials for the Functional Independence (FI) paper/pencil assessments should have arrived in districts and we encourage all coordinators to:

- Check the contents of your orders to make sure it matches your order quantities for each school.

- Check to make sure the accommodated materials are accurate.

- Check with the disrict coordinator to see if the overage amount is sufficient to cover the need before submitting an additional materials order. **Note:** if you need to order additional accommodated kits you do NOT need to order any additional standard test booklets, as these are already part of the kit.

- **Note:** If for any reason there is a shortage of materials to fill additional materials orders, the item(s) may temporarily be noted as "Back Order" on the order confirmation list. Please, do NOT re-submit an order for these items. They will be shipped as soon as they become available and a tracking number will be provided.

- Keep in mind for Participation and Supported Independence (P/SI)

  - ▶ **Picture cards:** May be used for more than one student, which would eliminate the need to order additional picture cards. *Reminder: The picture cards may be replaced with pictures or objects most familiar to the student and that are part of his/her routine instruction*.

  - ▶ **Assessment administrator booklets:** Only one administrator booklet (for each assessment, content area and grade(-span) is needed per PAA and SAA. Since the students are presented with the picture cards, you do NOT need one booklet for each student.

Translated M-STEP Parent Letter

MDE is now offering the *Spring 2015 M-STEP Parent Letter* translated into Spanish and Arabic on the M-STEP web page at http://www.mi.gov/mstep under the *What's New* and *Parent/Student Information* sections. The letter, which explains the M-STEP assessments, may be shared with district parents who may need a translation in Spanish or Arabic to best understand general information about the M-STEP assessments.

Alternate Assessments for ELA and Mathematics in Michigan

In Michigan, we have made it a priority, as well as a policy, that all students participate in statewide assessments for the purposes of providing access to high academic standards, access to the statewide assessment system for students with disabilities, and access to meaningful results showing student performance. Michigan has been collaborating with the Dynamic Learning Maps (DLM) Consortium to continue the tradition of providing high quality assessments for students with significant disabilities. After careful consideration, Michigan has made the decision to continue to develop and use MI-Access as a state-level assessment, rather than move to the DLM assessment. The MI-Access assessments will be based on alternate standards aligned to the current Michigan content standards, with items continuing to be written by Michigan educators.

For now, the alternate assessment will continue to use the name "MI-Access" using the same three levels that currently exist (Functional Independence, Supported Independence, and Participation). When holding Individualized Education Program meetings going forward, please continue to use this name for the alternate assessment in Michigan.

Michigan is transitioning to the alternate content standards in English Language Arts (ELA) and mathematics as developed by the DLM Consortium. ,

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Work is currently being done to define the framework for the standards called Essential Elements (EEs), incorporating input from panels of special educators from around the state. The Essential Elements include a "range of complexity" that will aim to help schools understand how the EEs will be measured across the three levels of assessment (Functional Independence, Supported Independence, and Participation). The Essential Elements will replace the current alternate content standards in ELA and mathematics and are linked to Michigan's general ELA and mathematics content standards. *Note: This transition does NOT affect the Spring 2015 testing window.*

While the Essential Elements framework is being developed, schools are encouraged to start exploring and working with the versions of the EEs that currently exist on our web site:

- *Essential Elements in ELA:* http://michigan.gov/documents/mde/DLM_Essential_Elements_ELA_2013_433836_7.pdf

- *Essential Elements in Mathematics:* http://michigan.gov/documents/mde/DLM_Essential_Elements_Math_2013_433853_7.pdf

Accountable Students & Test Verification for ACT, WorkKeys, WIDA, M-STEP, and MI-Access

Accountable Students & Test Verification for Spring 2015 **ACT and WorkKeys** will be available on the Secure Site late April. This process gives schools an opportunity to check student enrollment and exit records, demographic data, and verify answer documents received.

The Accountable Students portion for Spring 2015 **WIDA** will also be available late April. The Verification of Answer Documents and Verification of Not Tested screens for **WIDA** will be available mid May.

M-STEP grades 3-8 and HS and MI-Access grades 3–8 and 11 Accountable Students and Test Verification will be available mid May.

These functions are very important to ensure accurate accountability calculations and assessment reporting. The Division of Accountability Services (DAS) will NOT accept appeals or issues at a later date for issues that could have been fixed or reported during this process.

The following are some steps that you can do now to prepare for this process:

- Identify and provide this information to the district person who submits the count day data to the Michigan Student Data System (MSDS) now. This is usually the district pupil accounting person. Remember, just because it is in your student data system does not mean it is in MSDS.

- Assessment and accountability reporting for **ACT, WorkKeys, and WIDA** will be taken from the student enrollment and demographic data from the Fall 2014 MSDS General Collection, Spring 2015 MSDS General Collection, and Student Record Maintenance (SRM) submitted with an "as of date" on or before March 27, 2015. The final pull of data from MSDS will be April 29, 2015. This information comes from the district so you have the ability to check it now and make sure it is accurate. If you find an error in the MSDS, an SRM file can be submitted now to fix the student data. Remember, if it was an error in the spring 2015 MSDS General Collection, use the date of the collection (February 11, 2015) for the "as of date".

- Assessment and accountability reporting for **M-STEP grades 3–8 and HS and MI-Access grades 3-8 and 11** will be taken from the student enrollment and demographic data from the Fall 2014 MSDS General Collection, Spring 2015 MSDS General Collection, and Student Record Maintenance (SRM) submitted with an "as of date" on or before June 5, 2015. The final pull of data

from MSDS will be June 15, 2015. This information comes from the district so you have the ability to check it now and make sure it is accurate. If you find an error in MSDS, an SRM file can be submitted now to fix the student data. Remember, if it was an error in the spring 2015 MSDS General Collection, use the date of the collection (February 11, 2015) for the "as of date".

- Districts can start submitting SRM files now to update student enrollment, exits, and other demographic changes that occurred after the spring count day, February 11, 2015, for assessment and accountability purposes.

- Ask teachers to provide a list of students who did not take one of the required tests (WIDA, M-STEP, and MI-Access) and the reason why. This will allow you to quickly identify which tests were not taken versus which ones may be missing. This information will also be needed to submit a reason why a student did not take one of the required tests. The Not Tested reason is used for accountability review for possible exemptions and for other federal reporting purposes.

- Make sure students who are receiving English learner services are identified in a LEP program in MSDS to ensure the WIDA test is not invalidated. Since all students who test must be pre-identified to obtain a barcode number, the *Pre-ID Student Report* can be used now to help identify those students who tested.

- Students can be exited from an LEP program in MSDS as proficient; however, this will NOT eliminate the student from accountability calculations or the requirement of administering the WIDA to the student for this school year.

- Make sure students who took the MI-Access are identified in MSDS in a special education program to ensure the MI-Access test is not invalidated. Since all students who test must be pre-identified to obtain a barcode label, the *Pre-ID Student Report* can be used now to help identify those students who tested.

FAME Project Now Accepting New Coach Applications

Deadline is May 1, 2015
The Formative Assessment for Michigan Educators (FAME) project is entering its 8th year and is seeking interested educators who would like to lead a learning team of teachers to explore, implement, and reflect on formative assessment practices in their classrooms. FAME coaches are not expected to be the local expert on the formative assessment process, rather FAME coaches are learners along with their learning team.

More information on the FAME project and access to the 2015–16 New FAME Coach Application is available on the DAS Formative Assessment Process page at www.michigan.gov/formativeassessment under *What's New*. The deadline to apply is Friday, May 1, 2015. If you have questions regarding FAME, please contact Kimberly Young, MDE/DAS at youngk1@michigan.gov or 517-373-0988.

Reminders

Weekly Q&A Sessions

- **April 14 – June 2, 2015:** MDE is offering weekly Q&A sessions for test administration questions. This is a great opportunity to get timely information regarding M-STEP online and paper/pencil test administration. Sessions will occur every Tuesday until June 2, 2015 (provided there is sufficient interest). In addition, **questions concerning technology readiness** will be answered during the Tuesday, April 14th session. Please register by clicking on this link: http://tinyurl.com/MITuesdayQ-A.

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Important Dates and 📌 Reminders
Upcoming important dates, recent topics, etc.

April 2015

M-STEP

- **NOW – April 27, 2015—Grades 5, 8, and 11:** Additional paper/pencil materials can be ordered on the Secure Site. **Please check your initial material order received BEFORE placing an additional material order.** *Note: For schools testing online, there is no need to place an order unless a student needs paper/pencil materials because of a designated support or an accommodation that cannot be supported online.*

- **April 13 – May 1, 2015:** M-STEP testing window for grades 5 and 8

- **April 13 – June 5, 2015:** M-STEP testing window for grade 11

- **April 13 – May 11, 2015—Grades 4 and 7:** Additional paper/pencil materials can be ordered on the Secure Site. **Please check your initial material order received BEFORE placing an additional material order.** *Note: For schools testing online, there is no need to place an order unless a student needs paper/pencil materials because of a designated support or an accommodation that cannot be supported online.*

- **April 27 – May 15, 2015:** M-STEP testing window for grades 4 and 7

MI-Access

- **NOW – May 22, 2015:** Paper/pencil materials not ordered previously can now be ordered on the Additional Materials Order screen on the Secure Site. **Please check your initial material order received BEFORE placing an additional material order.**

Note: For ALL MI-Access FI students being assessed in ELA: Expressing Ideas, this test is available **only** in a paper/pencil format. Materials must be ordered through the secure site. *Reminder: Expressing Ideas is now assessed in all grades.*

- **April 13 – May 29, 2015:** MI-Access testing window for all grades

M-STEP and MI-Access

- **NOW:** eDIRECT is available for District and Building Coordinators to manage test sessions, set individual student supports and accommodations, and print test tickets. Supports and accommodations must be selected in eDIRECT before printing test tickets for the applicable students. **Printed test tickets are SECURE materials.**

May 2015

M-STEP

- **May 4 – June 1, 2015—Grades 3 and 6:** Additional paper/pencil materials can be ordered on the Secure Site. **Please check your initial material order received BEFORE placing an additional material order.** *Note: For schools testing online, there is no need to place an order unless a student needs paper/pencil materials because of a designated support or an accommodation that cannot be supported online.*

- **May 18 – June 5, 2015:** M-STEP testing window for grades 3 and 6

► To access previous Spotlight editions, go to http://www.michigan.gov/mde/0,4615,7-140-22709_31168-280911--,00.html.

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Recently Asked Questions

Which mode of writing will my students encounter on the M-STEP Performance Task?

Students should be prepared to respond to all modes of writing according to the chart below.

ELA Performance Tasks and Rubrics	
Grade	**Writing Modes**
3–5	**Informational:** Students will write to inform an audience, making reference to the source material.
	Opinion: Students will form and defend an opinion, supported by information from the source material.
3–8	**Narrative:** Source material will serve as inspiration for the constructed response, text-inspired rather than text-based.
6–8 & 11	**Explanatory:** Students will write to explain a subject, analyzing source material in their explanation.
	Argumentative: Students will compose an argument, using evidence from the source material to form and support claims. In grades 7–11, students will also use the source material to form counterclaims.

Can I assist my students if they have problems with technology enhanced (TE) questions during testing?

Many of the 2015 M-STEP online tests utilize technology to present test items and solicit responses in new and innovative ways designed to assess student's critical thinking skills. It is imperative that schools provide their students (and staff) the opportunity to experience and become comfortable with the new items types in advance of testing through the Online Training Tools (OTT) and Sample Item Sets.

If your school has installed the TSM and INSIGHT software suite, the Online Sample Item Sets can be accessed directly in INSIGHT. Just open INSIGHT and click on the *Online Tools Training* (OTT) link.

If your school has NOT installed the TSM and INSIGHT software suite, the Online Sample Item Sets can be accessed on the M-STEP web page at www.michigan.gov/mstep under the *Content Specific Information* section, or by copying an pasting this link into **Google Chrome**: https://wbte.drcedirect.com/MI/portals/mi/ott1.

The Technology Director or designated technology support staff should be available at all times when students are testing and Test Administrators should be prepared to assist students with hardware problems such as a malfunctioning mouse, keyboard, or computer during testing. Test Administrators may assist students with questions about the tools by reviewing and clarifying the tool help with the student. The tool help is accessed by clicking the Question Mark icon in upper right corner. **Test Administrators may not provide tool assistance by interacting with the items themselves.**

Please note: For students offered the scribing accommodation or designated support, Test Administrators should follow the general guidelines documented in the Scribing Protocol document located on the M-STEP web page at www.michigan.gov/mstep under *Student Supports and Accommodations*. In addition, for the MI-Access FI student-facing test the administrator may assist with the technology, including helping the student mark the choice, if needed.

Recently Asked Questions

Can I require students to raise hands prior to submitting or turning in their test?

The Student Supports and Accommodation Table at www.michigan.gov/mstep includes "Teacher provides visual, auditory, or physical cues to student to begin, maintain, or finish an assessment task" as a standard test administration practice (pg. 2). While it is not permissible to review student responses (e.g., look at the Review/End Test screen or a student's answer document), test administrators can provide cues to encourage proper test completion if provided in a manner that is not distracting to other students and does not jeopardize the validity of the test.

► *Prior Recently Asked Questions can be found at* http://www.michigan.gov/documents/mde/Recently_Asked_Questions_470957_7.pdf.

Have Other Questions?

For assessment questions, please email BAA@michigan.gov.

For accountability questions, please email MDE-Accountability@michigan.gov.

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.